

Application Checklist for 2024-2025 Resident Assistant (RA) Candidates

Read through all application materials on the HRL website.

Talk to current Resident Heads and RAs about the RA position.

Attend one RA information session – it is *mandatory* for each candidate to attend one (see HRL website for dates & locations at: <https://housing.uchicago.edu/about-us/staffing-opportunities/>)

Complete the RA application, and then practice for your interviews.

Submit your completed RA application and all additional documents (written statement, resume, unofficial transcript) to hrlrecruitment@uchicago.edu on or before **11:59 pm on Friday, February 2, 2024.**

Electronically sign the waiver, and then email the RA candidate evaluation form to your current (or most current) RH and ask them to complete the form and email it to hrlrecruitment@uchicago.edu by **11:59pm on Friday, February 2, 2024.**

Electronically sign the waiver, and then email the RA recommendation form to your recommender and ask them to complete the form and email it to hrlrecruitment@uchicago.edu by **11:59 pm on Friday, February 2, 2024.**

Contact the Financial Aid Office (college-aid@uchicago.edu) to determine whether accepting an RA position will impact your financial aid award.